



**RICK MARTINEZ**  
*Fire Chief*

**Grant B. Goold**  
Board President

**Gay Jones**  
Board Vice President

**James M. Stewart**  
Board Secretary

**Michal J. Duveneck**  
Board Member

**H. Peter Engellenner**  
Board Member

**Gregory A. Granados**  
Board Member

**Thomas J. Lawson**  
Board Member

**Ray Trujillo**  
Board Member

**Gregory M. Valley**  
Board Member

# Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

## REVISED

### AGENDA

#### BOARD OF DIRECTORS - REGULAR MEETING

December 3, 2003 – 6:00 p.m.

Administration Building – Board Chambers  
2101 Hurley Way, Sacramento, CA 95825

Page No

#### CALL TO ORDER

#### PLEDGE TO FLAG

#### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA

The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members desiring to address the Board are requested to first be recognized by the presiding officer and then proceed to the podium and identify themselves for the record. The presiding officer may in the interest of time and good order limit the length and number of public member presentations.

#### CONSENT AGENDA

Matters of routine approval including but not limited to board meeting synopses, deposit reports, general ledger expense lists, workers' compensation expense reports, payroll reports, referral of issues to committee, other consent matters, and ratification of district claims.

#### ACTION ITEM(S)

Normally are matters that have previously been presented to the Board of Directors for consideration and are now scheduled for board decision. Members of the public may address the Board on Action Items as they are presented.

- |    |   |    |
|----|---|----|
| 1. | District Employment Policies—(Means)<br>PROPOSED: Receive Presentation/<br>Adopt Staff Recommendation   | 4  |
| 2. | Ordinance—Increase Board Member<br>Meeting Compensation—(Price)<br>PROPOSED: Conduct Public Hearing/Adopt Ordinance   | 6  |
| 3. | Resolution—Authorize the Purchase of<br>8101 Bradshaw Road and Designate Fire Chief to<br>Sign Legal Documents on Behalf of District—(Horel)<br>PROPOSED: Receive Presentation/Adopt Resolution | 10 |



# Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

## REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

### PRESENTATION ITEM(S)

Are matters scheduled for presentation to the Board of Directors for information or for action at a subsequent board meeting. Time sensitive matters may be scheduled for immediate board action if approved by at least five members of the Board of Directors. Members of the public may address the Board on Presentation Items as they are presented.

Page No.

### PRESIDENT'S REPORT

\*

### FIRE CHIEF'S REPORT

\*

### GENERAL COUNSEL'S REPORT

\*

### COMMITTEE AND DELEGATE REPORTS

All Committee Meetings are held at the District Offices, 2101 Hurley Way, Sacramento, CA, unless otherwise specified.

1. Executive Committee—(Goold) \*  
Next Meeting: TBA
2. Communications Center JPA—(Engellenner) \*  
Next Meeting: December 30, 2003 – 10:30 AM
3. California Fire & Rescue Training JPA—(Stewart) \*  
Next Meeting: TBA
4. Finance Committee—(Jones) \*  
Next Meeting: January 21, 2004 – 5:30 PM
5. Policy Committee—(Duveneck) \*  
Next Meeting: January 7, 2004 – 5:15 PM

### BOARD MEMBER QUESTIONS AND COMMENTS

### RECESS TO CLOSED SESSION

(Government Codes—Listed on Page 3 of 3)

### RECONVENE TO OPEN SESSION—CLOSED SESSION REPORT

### ADJOURNMENT



# Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

## REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

### NEXT BOARD MEETING(S):

#### Special Board Workshop Meeting

Date: Friday, December 5, 2003—3:00-7:00 PM

Location: 2101 Hurley Way, Sacramento, CA

#### Special Board Workshop Meeting

Date: Saturday, December 6, 2003—8:00 AM-12:00 Noon

Location: 2101 Hurley Way, Sacramento, CA

#### Regular Board Meeting

Date: December 17, 2003 — 6 PM

Location: 2101 Hurley Way, Sacramento, CA

The following action and presentation items are scheduled for the next board meeting agenda. Board members are requested to identify additional action or presentation items they desire to be scheduled on the agenda.

### Anticipated Action and Presentation Item(s): To Be Determined

#### CLOSED SESSION GOVERNMENT CODES:

1. **LABOR NEGOTIATIONS**

Pursuant to California Government Code Section 54957.6

District Negotiator: Deputy Chief Teresa Means

Employee Organization: Sacramento Area Fire Fighters Local 522

District Negotiator: Deputy Chief Teresa Means

Employee Organization: Administrative Support Personnel (ASP)

District Negotiator: Deputy Chief Teresa Means

Employee Organization: Battalion Chiefs Organization/Teamsters Local 228

2. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Subdivision (b) of Section 54956.9-One (1) Case

3. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957(b)

**Posted on November 26, 2003**

/s/

Barbara W. Safford for Charlotte Tilson, Clerk of the Board

\* No Attachment



# **Sacramento Metropolitan Fire District**

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

---

## **REGULAR BOARD MEETING AGENDA**

**DECEMBER 3, 2003**

**DATE:** December 3, 2003  
**TO:** Board of Directors  
**SUBJECT:** District's Employment Policies

### **TOPIC**

Revision needs to be added to current District employment policies addressing conflict of interest.

### **SUMMARY**

At the November 3, 2003 Policy Committee Meeting, Staff provided a report detailing current District practices in preventing unlawful employment practices, preserving employee's rights, and listing various avenues available to District employees to report their claim or complaint. To address the business necessity of having an in-house Equal Employment Opportunity (EEO) Officer, Staff also provided an overview of the position's job functions, its impact to the operations of the District, and the liabilities imposed to the District if the position was outsourced.

As the Committee expressed its confidence in the District's practices in investigating and correcting unlawful employment practices, revision to District employment policies was recommended to address any appearance of conflict of interest.

### **DISCUSSION**

Pursuant to the November 3, 2003 meeting, the Policy Committee provided direction for the following revision to be added to the District's employment policies: Harassment (Section Number 314.01), Equal Employment Opportunity (Section Number 310.01), and Affirmative Action Program (Section Number 312.01).

"In circumstances where there is any appearance of conflict of interest for those involved in the process, said employee shall recuse himself/herself from the entire process."

As the provision already exists in the Nepotism Policy (Section Number 303.01), the revision will not be added. Said policies are currently in draft form awaiting adoption by the full Board.



## Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

---

### REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

### RECOMMENDATION

Recommend the Board of Directors approve the revision to be added in the following District's employment policies: Harassment, Equal Employment Opportunity and Affirmative Action Program.

Submitted By:

Teresa M. Means

---

Teresa M. Means  
Deputy Chief, Human Resources

Approved By:

Rick Martinez

---

Rick Martinez, Fire Chief



## **Sacramento Metropolitan Fire District**

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

---

### **REGULAR BOARD MEETING AGENDA**

**DECEMBER 3, 2003**

**DATE:** December 3, 2003

**TO:** Board of Directors

**SUBJECT:** Increasing Compensation of Board Members for Board Meetings

### **SUMMARY**

Section 13857 of the Health and Safety Code permits the Board of Directors of a Fire Protection District to increase compensation for attendance at meetings by no more than five (5%) percent per calendar year. Effective January 1, 2003, this Board increased per meeting compensation from \$105.00 to \$110.25, not to exceed four (4) meetings in any calendar month. This Board may, commencing February 2, 2004, further increase Board Member compensation for attendance at meetings by five (5%) percent upon adoption of the appropriate ordinance.

### **BACKGROUND**

Section 13857 of the Health and Safety Code establishes minimum compensation for directors at board meetings at \$100.00 per meeting, not to exceed four (4) meetings in any calendar month. Subdivision (b) of that section permits the Board, by ordinance, to increase this compensation by not more than five (5%) percent each calendar year. This subdivision (b) provides that any increase in Board Member compensation must be by an ordinance adopted in conformance with specified provisions of the Water Code.

Effective January 1, 2003, this Board increased compensation for Board Members to \$110.25 per meeting, not to exceed four (4) meetings per calendar month.

### **DISCUSSION**

Pursuant to subdivision (b) of Section 13857 of the Health and Safety Code, this Board may again increase board compensation effective February 2, 2004. A five (5%) percent increase would be \$115.76 per meeting, not to exceed four (4) meetings in any calendar month. This meeting has been calendared as a hearing on a proposed ordinance which would increase compensation for attendance at board meetings to \$115.76 per meeting, not to exceed four (4) meetings in any calendar month. The proposed ordinance is attached to this staff report.



## Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

---

### REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

### RECOMMENDATIONS

Adoption of the attached ordinance following a public hearing will increase Board compensation for attendance at meetings to \$115.76 per meeting effective February 2, 2004.

#### Submitted By:

/s/

Don G. Price, General Counsel

#### Approved By:

/s/

Rick Martinez, Fire Chief



# **Sacramento Metropolitan Fire District**

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

**REGULAR BOARD MEETING AGENDA**

**DECEMBER 3, 2003**

**ORDINANCE NO. \_\_\_\_\_**

**Adopted by the Board of Directors of the**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

**On Date of**

**December 3, 2003**

**AN ORDINANCE OF THE SACRAMENTO METROPOLITAN  
FIRE DISTRICT ESTABLISHING COMPENSATION  
OF BOARD MEMBERS**

**WHEREAS**, Section 13857 of the California Health and Safety Code permits members of the Board of Directors of the District to receive compensation for attending meetings of the Board, not to exceed four (4) meetings in any calendar month; and

**WHEREAS**, members of the Board are currently receiving One Hundred Ten Dollars and Twenty-Five Cents (\$110.25); and

**WHEREAS**, subdivision (b) of Section 13857 permits the Board, by ordinance, to increase said compensation by no more than five percent (5%) per calendar year; and

**WHEREAS**, the Board, pursuant to the above-referenced provisions, desires to increase the monthly meeting compensation for the calendar year 2004 to One Hundred Fifteen Dollars and Seventy-Six Cents (\$115.76) per meeting.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT hereby ordains as follows:**

**SECTION 1. COMPENSATION OF BOARD MEMBERS**

Board members shall receive compensation for attendance at monthly Board meetings in the amount of One Hundred Fifteen Dollars and Seventy-Six Cents (\$115.76) per meeting, not to exceed four (4) meetings per calendar month.

**SECTION 2. EFFECTIVE DATE**

Pursuant to Section 20204 of the California Water Code, this ordinance shall be effective February 2, 2004.





## Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

---

### REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

**ON A MOTION** by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing ordinance was passed and adopted this \_\_\_\_\_ day of December, 2003 by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

By: \_\_\_\_\_  
President, Board of Directors

**Attested By:**

\_\_\_\_\_  
**Board Clerk**



# Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

## REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

**DATE:** December 3, 2003  
**TO:** SMFD Board of Directors  
**SUBJECT:** Resolution to Authorize the Purchase of Real Property

### ISSUE

Board approval of resolution to authorize the purchase of a certain real property intended for use as a fire station site for the District.

### SUMMARY

Board approval by resolution is required to authorize the Fire Chief, or his designee, to execute purchase agreements and expenditure documents to acquire real property in the name of the District.

### BACKGROUND

The Board has aggressively supported a program to replace old and underutilized fire stations with facilities that will support critical and future operational needs, improve service levels, and fit into and enhance the surrounding communities. In March of 2002, the Board approved the District's Fire Station Master Plan that described in detail an overall plan to replace District owned fire stations. In June of 2002, the Facilities Design Criteria was adopted by the Board that outlined the specific program requirements for fire stations; such as, the size and types of rooms required in fire stations and the amount of real property required in order to accommodate the new fire station designs. Finally, in March of 2004, the Board authorized District staff to begin the acquisition of real property along with the design and permit phases for eight (8) new fire stations. District staff has recently completed negotiations to acquire a new fire station parcel as follows:

| <u>Fire Station Location</u> | <u>Parcel Size</u> | <u>Address</u>           | <u>Purchase Price</u> |
|------------------------------|--------------------|--------------------------|-----------------------|
| Bradshaw & Vintage Park      | 4.73 acres         | 8101 Bradshaw Road, Sac. | \$1,190,000.00        |



## Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

---

### REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

SMFD Board of Directors  
December 3, 2003  
Page 2 of 2

The above parcel was subject to intense evaluation from a variety of perspectives: including, whether the property is strategically located to improve response times and service delivery to the surrounding communities; whether the property is suited to support the operational objectives of a fire station taking into consideration flood zones, adequate size for vehicle circulation, traffic patterns, and compatible surroundings; whether past uses of the site created any harmful environmental effects that would preclude building a fire station at the site; whether the purchase price is reasonable taking into consideration comparable land values and the cost of construction at the site; and the availability of utilities (water, sewer, power, gas) to the site.

Following the parcel selection analysis, it was determined the selected parcel will fulfill the needs of the District fire station replacement program and will create the opportunity for the District to provide excellent service for generations to come. Furthermore, the purchase price for the parcel remains within the authority granted to the District staff by the Board during previous real property negotiation briefings.

#### FISCAL IMPACT

The total purchase price to acquire the parcel amounts to \$1,190,000.00. In addition, the District will be responsible for some minor closing costs at the close of escrow. Funds exist in the Board approved 2003-04 Final Budget to partially cover the cost of this real property acquisition. A budget augmentation of approximately \$500,000 will be required from the Capital Improvement Fund prior to the close of escrow in February 2004. A subsequent Board item will be presented to the Board to complete the budget transfer in advance of when escrow is expected to close and when the balance of funds will be required to complete the acquisition.

#### RECOMMENDATION

It is recommended the Board adopt the attached resolution to authorize the purchase of real property.

Submitted By:

---

Jim Ritter  
Deputy Chief, Support Services

---

Chuck Horel  
Project Manager

Approved By:

---

Rick Martinez, Fire Chief



# **Sacramento Metropolitan Fire District**

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

## **REGULAR BOARD MEETING AGENDA**

**DECEMBER 3, 2003**

### **RESOLUTION NO. \_\_\_\_\_**

**Adopted by the Board of Directors of the  
Sacramento Metropolitan Fire District**

**On Date of December 3, 2003**

### **A RESOLUTION TO AUTHORIZE THE PURCHASE OF 8101 BRADSHAW ROAD AND DESIGNATION OF FIRE CHIEF TO SIGN LEGAL DOCUMENTS ON BEHALF OF DISTRICT**

**WHEREAS**, the Board of Directors has approved the purchase of 8101 Bradshaw Road, Assessor's Parcel Number 122-0140-010, in the amount of One Million One Hundred Ninety Thousand and 00/100 Dollars (\$1,190,000.00) plus related incidental closing costs; and

**WHEREAS**, the Board desires to affirm the authority of the Fire Chief or his designee to sign all legal documents, including sale and purchase of District properties, and expend funds on behalf of the District subject to the Board's formal action;

**NOW, THEREFORE, BE IT RESOLVED BY THE SACRAMENTO METROPOLITAN FIRE DISTRICT,**

1. That the Board does hereby authorize the purchase of 8101 Bradshaw Road, Assessor's Parcel Number 122-0140-010, in the amount of One Million One Hundred Ninety Thousand and 00/100 Dollars (\$1,190,000.00) plus related incidental closing costs, and
2. That the Board does hereby affirm and acknowledge that it intends that Fire Chief Rick Martinez, or his designee, as chief executive and administrative officer of the District, shall have the authority to sign all legal documents and expend funds on behalf of the District subject to the requirements of law and the formal actions of the Board of Directors.



## Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

---

### REGULAR BOARD MEETING AGENDA

DECEMBER 3, 2003

**ON A MOTION** by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted this 3<sup>rd</sup> day of December, 2003, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By \_\_\_\_\_  
President, Board of Directors

**Attested By:**

\_\_\_\_\_  
**Clerk of the Board**